

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
SECRETARY 2**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees / Candidates on a current Secretary 2 exam list (see Eligibility Requirements)

**Location:** Residence Life

**Job Posting No:** C14-035

**Hours:** Monday through Friday, 8 A.M. to 5 P.M. with a 1 hour meal period (40 hours per week)

**Salary:** \$44,038 to \$57,588 Annually

**Closing Date:** December 12, 2013

This position serves as the primary support for Residence Life. The person selected for this position will have frequent contact with students, parents, faculty, staff, vendors and the general public and be responsible for a full range of secretarial duties to include, but not be limited to: typing, editing and proofreading various documents; filing, designing, organizing and maintaining data in the Banner database as well as other files; composing correspondence; report writing; receptionist duties; answering/screening and directing incoming telephone calls, handling travel requests, inventory, supplies ordering, and search paperwork; creating and maintaining student databases and basic website updates, assisting with aspects of housing placement, including break housing, billing and refund input, meal plan registration and the use of third party software/programs and more.

**Eligibility Requirements:** Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**General Experience:** Three (3) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:** One year of the General Experience must have been as a Secretary 1 or its equivalent.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying this posting (C14-035); **2)** a completed State application (**CT-HR-12 – available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by December 12, 2013. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources  
Davidson Hall – Room 119  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.